

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p>	20.02.17	CW	Awaiting further update from DEFRA.
<u>FC81.01.18</u>	<p><u>9.0 To review community safety within Uckfield and updates from Community Warden Schemes elsewhere</u> It was therefore RESOLVED TO:</p> <p>(i) ask how the increase of the PCC precept would be used; (ii) invite the Interim District Commander for Wealden to meet with Uckfield Town Council, and; (iii) request that the Town Clerk investigate the powers that a community warden would have if they became accredited.</p>	15.01.18	HG	<p>Points (i) and (ii) have been completed in May 2019.</p> <p>Point (iii) links to the resolution FC32.06.19 and will be dealt with under that resolution.</p> <p style="text-align: center;">NFA.</p>
<u>FC.107.04.18</u>	<p><u>9.0 To consider a motion submitted by Councillor Paul Sparks</u> It was therefore RESOLVED to accept the motion with the following additions: <i>“It is widely accepted that plastics cause great environmental damage. In view of this, Uckfield Town Council will commence a process of undertaking an audit on current usage of single use plastics, recyclables and exploring alternatives with the aim of becoming a plastic free Town Council by the end of 2018. This audit will cover all areas of the Town Council including the Civic Centre and events organised by the Town Council. The Town Clerk is requested to investigate the cost implications of using alternatives as part of this process. It is envisaged that this will be a catalyst to make Uckfield a plastic free Town working with the Chamber of Commerce, Brighter Uckfield and other local bodies.”</i></p>	09.04.18	HG	<p>Uckfield’s Plastic Free Campaign is progressing well, with a great deal of support from local residents and businesses. There are now 16 refill stations, including the Civic Centre in Uckfield, which is fantastic. Work continues within the Civic Centre to review plastic alternatives and how we can further reduce the use of single-use plastic.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC24.05.19</u>	<p><u>22.0 – To confirm support towards the Town’s Plastic Free campaign and specifically the Surfers Against Sewage Objectives for a Plastic Free Community</u></p> <p>Members RESOLVED to:</p> <p>(i) to note the report;</p> <p>(ii) to note the objectives of the Surfers against Sewage Plastic Free Community Toolkit and confirm Uckfield Town Council’s commitment to supporting the journey to make Uckfield a Plastic Free Community, and;</p> <p>(iii) in line with the Surfers against Sewage Plastic Free Toolkit, to continue to lead by example by removing single-use plastic items from the Town Council’s premises and support local campaigns and events.</p>	13.05.19	HG	In progress with the Uckfield Plastic Free Working Group.
<u>FC115.04.19</u>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u></p> <p>It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	08.04.19	HG	Contact will be made with the relevant agencies in the next month to re-start conversations on this subject.
<u>FC32.06.19</u>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u></p> <p>Members unanimously RESOLVED to</p> <p>(i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and;</p> <p>(ii) for the Town Council to reconsider the role of a Community Warden</p>	24.06.19	HG	These matters will be discussed initially at Full Council on 5 th August 2019.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<p><u>FC104.02.19</u></p> <p><u>FC25.05.19</u></p>	<p><u>9.0 To consider a request for support from the Ridgewood Village Hall Committee</u> It was RESOLVED to request the Town Clerk to explore the options available to the Town Council in terms of whether it would be able to contribute towards the proposed extension and building alterations drawn up by the Ridgewood Village Hall Committee.</p> <p><u>23.0 To consider providing financial support to the Ridgewood Village Hall Committee with the proposed extension</u> Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) with 11 votes in favour, and one against members agreed for the scope of the Town Council's earmarked reserves set aside for Ridgewood Village Hall Car Park (£49,000) to be broadened and retitled 'Ridgewood Village Hall Improvements' with a stipulation that the resurfacing and improvements to the car park be incorporated in the overall build cost, subject to the Town Council giving prior approval of the car park specification to ensure it meets the standard required, and;</p> <p>(iii) with 10 votes in favour, and one against, agree for the General Purposes Committee to consider the current terms of the lease agreement between the Town Council and the Ridgewood Village Hall Committee and the legalities and position of the Town Council, if extended.</p>	25.02.19	HG	<p>General Purposes Committee are gaining legal advice on the lease agreement and how we proceed.</p>

Meeting of Full Council

Monday 5th August 2019

Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP

A draft scoping document was sent to Wealden District Council's Planning department along with a State of the Parish report, early July 2019, which outlined the vision, objectives and key policy areas that the Neighbourhood Plan Steering Group are proposing to include in their draft plan. This is essentially a screening exercise whereby Wealden District Council's local planning authority will consider whether the policy areas suggested duplicate any other key planning documents, will advise on key data or publications which can assist with building the evidence base for these policy areas, and advise if the Steering Group are required to carry out a strategic environment assessment and/or habitats regulations assessment.

The group have been advised that the screening process can take up to 11 weeks to complete, which includes a 5-week consultation with statutory consultees. At the end of the process, they will provide a formal response as to whether the steering group will need to undertake a Sustainability Appraisal including meeting the Strategic Environmental Assessment Directive / Regulations and whether the group will require any further information to enable a Habitats Regulations Assessment.

The Chair of the Neighbourhood Plan Steering Group and Town Clerk will be meeting with Wealden District Council's planning department and Action in Rural Sussex, on 13th August 2019.

Meeting of Full Council

Monday 5th August 2019

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

The most recent meeting of the Uckfield Dementia Forum took place on Thursday 4th July 2019 at 1.30pm, at the offices of Rix & Kay Solicitors.

It was a particularly interesting meeting, with forum members hearing from a representative from DEEP – Dementia Engagement and Empowerment Project, which is run and funded by Innovations in Dementia.

DEEP is a network run by people for people. It helps to empower voices and create guidelines within the local community. It also helps those living with dementia to challenge negative behaviour or language, that they may experience whilst living with dementia. There are a total of 117 groups already set up across the UK.

Groups are being set up across East Sussex and the group itself decides what it wants to look at. For example one group has looked at carrying out a theatre audit to assist the venue with becoming more dementia friendly, they've looked at aspects of supermarket shopping along with many other issues.

DEEP are sponsored to set up four groups in East Sussex. At present, they have a hub in Brighton, a well established group in East Sussex, and may be setting up something in Hastings/St. Leonards soon. They were therefore keen to spread the word, and discuss the importance of engaging with those living with dementia and not just the agencies supporting them.

The next meeting of the Uckfield Dementia Forum is booked in on Wednesday 11th September 2019.

Meeting of Full Council

Monday 5th August 2019

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'EVENTS WORKING GROUP – CELEBRATE'

The working group has been meeting regularly as the Weald on the Field event gets nearer.

WEALD ON THE FIELD **FREE ENTRY**

LUXFORD FIELD UCKFIELD

SATURDAY 3 AUGUST 2019 11AM - 7PM

LIVE MUSIC ON THE AIRSTREAM STAGE

12.30 A BAGFUL OF HATS
14.00 THE MANAGEMENT DUO
16.00 BETH ELLWOOD
17.30 THE MIDNIGHT PROJECT

*STREET FOOD *ARTISAN PRODUCE *POP UP BARS
*LOCAL CRAFTS *FAMILY ENTERTAINMENT *DJ

WWW.FOODROCKSSOUTH.CO.UK

The event starts at 11.00am on Saturday 3rd August 2019 and runs until 7.00pm that evening, with a fantastic array of tasty street food, pop up bars, artisan local produce, crafts and other stalls of interest. There's a range of children's activities and live music from 12.30pm.

The working group would like to thank you to all those involved in the preparations and those taking part on the day. They would also like to say a very big thank you to all of the organisations that have sponsored or supported the event this year.

Weald on the Field is jointly organised by Uckfield Town Council, Food Rocks, Wealden District Council and Uckfield Chamber of Commerce. The following list of sponsors have helped to make the event happen this year, and we are very grateful– SLM Toyota, Eastbourne Motoring Centre (EMC), Freedom Leisure, Richard Green Funeral Services, all of whom have sponsored the music on the day. Followed by support from CPJ Field, Addagrip, Lawson Queay, Uckfield Garage, Treslers, Net XP, Rix & Kay, Swindells, Lawsons Commercial and Travis Perkins.

Meeting of the Full Council

Monday 5th August 2019

Agenda Item No. 9.0

TO CONSIDER A MOTION FROM COUNCILLOR PAUL SPARKS

1.0 Summary

- 1.1 This report sets out the motion submitted by Councillor Sparks in accordance with the Town Council's Standing Orders.

2.0 The motion for consideration

- 2.1 Councillor Sparks has given written notice of the following motion which was received on 24th July 2019 and before the required deadline:-

“Uckfield Town Council supports the Climate Emergency declared by Wealden District Council and will examine measures to reduce emissions including replacing motorised vehicles with electric powered ones wherever possible.”

3.0 Recommendations

- 3.1 Members are asked to consider the motion and advise the Clerk accordingly.

Background Papers: Uckfield Town Council Standing Orders

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 5th August 2019

Agenda item 10.0

TO COMMENT ON EAST SUSSEX COUNTY COUNCIL'S CONSULTATION AND FORMAL REVIEW OF THE HIGH STREET'S PARKING CONTROLS

1.0 Summary

- 1.1 The highway improvement works undertaken in Uckfield in 2016, included the introduction of new parking and waiting restrictions.
- 1.2 East Sussex Highways have previously reviewed the waiting restrictions and are now seeking to formalise the proposed changes to the parking bays and carrying out a formal six month review and consultation period for the experimental traffic order specifically for the parking bays in Uckfield High Street.
- 1.3 A copy of the Experimental Order, plans showing the lengths of the road and a statement of the County Council's reasons for making the Order are available to view in the appendices of this report. They are also available to view online and in Uckfield Library during the library's opening hours.
- 1.4. On receiving notice of the consultation, the Town Clerk made contact with all residents who had previously wished to comment on the parking bays, to inform them of where they could view the documents, and how to respond to the consultation. The main issue raised by residents after the scheme was put in place, related to the location of the disabled parking bay(s) in Uckfield High Street.
- 1.5 The deadline for any objection or representation concerning the Order must be made in writing together with the grounds on which it is made, to Communities, Economy & Transport, B Floor, East Sussex County Council, County Hall, St. Anne's Crescent, Lewes, BN7 1UE or email TROs@eastsussex.gov.uk by 17th November 2019, quoting ref ETRO/431.

2.0 Recommendation

- 2.1 Members are asked to:
 - (i) note the details of the Experimental Order;
 - (ii) advise the Town Clerk if Uckfield Town Council wishes to make a representation.

Contact Officer: Holly Goring

Appendices:

Appendix A: Notice of consultation
Appendix B: Experimental Traffic Regulation Order Plan
Appendix C: Statement of Reasons
Appendix D: Sealed Order

APPENDIX A – Notice of consultation

EAST SUSSEX COUNTY COUNCIL ROAD TRAFFIC REGULATION ACT 1984

The East Sussex (High Street, Uckfield)(Parking Places and Disabled Persons Parking Places) Experimental Traffic Regulation Order 2019

Notice is hereby given that East Sussex County Council have made an Experimental Order coming into operation on 17 May 2019 under Sections 9, 10(1) and (2) of the Road Traffic Regulation Act 1984, as amended, and of all other enabling powers, for a period not exceeding 18 months which will experimentally introduce the following:-

Experimental Parking Places maximum period 30 minutes, no return within 1 hour, Monday – Saturday, 8am – 6pm

High Street

- west side From a point 1 metre north of the property boundary of Nos. 61 & 63 High Street, northwards for a distance of 34 metres.
From the property boundary of Nos. 51 & 53 High Street, northwards for a distance of 15 metres.
From a point 2 metres north of the property boundary of Nos. 47 & 49 High Street, southwards for a distance of 22 metres.
From a point 4 metres south of the property boundary of Nos. 33 & 35 High Street, southwards for a distance of 30 metres.
- east side From the property boundary of Nos. 158 & 160 High Street, northwards for a distance of 24 metres.
From a point 3 metres south of the southern boundary of Olives Yard, southwards for a distance of 15 metres.
From a point opposite a point 25 metres south of the southern kerbline of Bell Lane, southwards for a distance of 18 metres.

Experimental Disabled Persons Parking Places maximum period 3 hours, no return within 1 hour, At Any Time

High Street

- west side From a point 7 metres north of the property boundary of Nos. 19 & 21 High Street, southwards for a distance of 13 metres

The purpose of this Order is to preserve and improve the amenity of the area. The new layout and 30 minute maximum waiting period balances the demand for High Street parking places whilst still allowing for a reduction in congestion and improving the environment of the town centre for all users. East Sussex County Council will be considering in due course whether the provisions should be continued in force indefinitely by means of an Order under Sections 1(1) and 2(1) to (3) and 4(2) of the Road Traffic Regulation Act 1984.

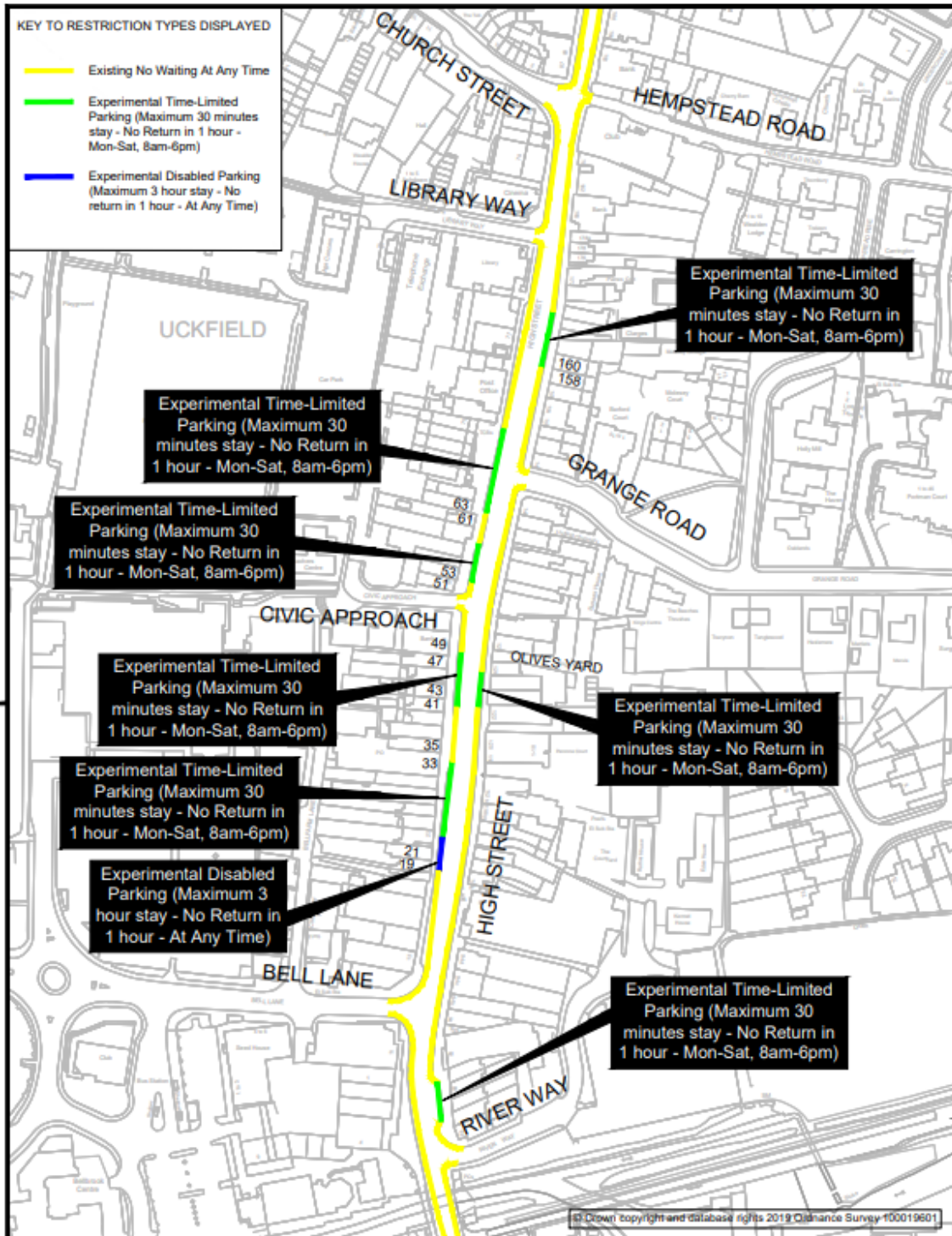
A copy of the Experimental Order, plans showing the lengths of road and a statement of the Council's reasons for making the Order along with copies of those parts of old Orders being revoked, may be examined in Reception, East Sussex County Council, County Hall, St Anne's Crescent, Lewes Monday to Friday 9am - 4pm; at Uckfield Library, Library Way, High Street, Uckfield TN22 1AR Monday 10am-1pm, Tuesday, Friday and Saturday 10am-4.30pm, Wednesday 2pm-4.30pm and Thursday 10am-6pm; and online at www.eastsussexhighways.com/uckfield-etro

Any person wishing to make an objection or other representation concerning this Order being continued, must do so in writing, together with the grounds on which it is made, to Communities, Economy & Transport, B Floor, East Sussex County Council, County Hall, St. Anne's Crescent, Lewes, East Sussex BN7 1UE or email TROs@eastsussex.gov.uk by 17 November 2019 quoting ref ETRO/431 (or if the Order is subsequently varied or modified by an Order made under Section 9, 10(1) or 10(2) of the Road Traffic Regulation Act 1984, within six months of the date of the coming into operation of such variation or modification).

Any person wishing to question the validity of the Experimental Order or of its provisions on the grounds that it is not within the powers conferred by the Road Traffic Regulation Act 1984 or on the grounds that any requirement of the Act or any instrument made under it has not been complied with in relation to the Order may within six weeks of the date the Order is made, apply to the High Court for this purpose. For further information, telephone Infrastructure & Transportation, East Sussex Highways on 0345 60 80 193.

**Philip Baker, Assistant Chief Executive,
Governance Services Department, County Hall, Lewes, East Sussex BN7 1UE 10 May 2019**

APPENDIX B – Experimental Traffic Regulation Order Plan



<p>East Sussex Highways A partnership between: SUSSEX HIGHWAYS, EAST SUSSEX COUNCIL, BRIGHTON & HOVE CITY COUNCIL</p> <p>EAST SUSSEX HIGHWAYS RINGMER DEPOT, THE BROYLE RINGMER, EAST SUSSEX, BN9 5NP Tel: 0345 60 80 193 www.eastsussexhighways.com</p>	<p>Project SCH-004 UCKFIELD HIGH STREET</p>	Status FOR INFORMATION	Revision P02	
	<p>Drawing title UCKFIELD HIGH STREET ON-STREET PARKING PLACES EXPERIMENTAL TRO</p>	Scale 1 : 2000	Date 23/10/2018	
		Drawn By S Beale		
		Checked By G Marshall		
	Approved By J Okai			
	Project No. 3520000	Originator ESH	Original Size A4	

3520000-ESH-HGN-SCH0094-DR-CH-0004.dwg



Drawing number | Volume | Design Alt. | Type | Role | Number
HGN-SCH0094-DR-CH-0004

APPENDIX C – Statement of Reasons

EAST SUSSEX COUNTY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

The East Sussex (High Street, Uckfield)(Parking Places and Disabled Bays) Experimental Traffic Regulation Order 2019

STATEMENT OF REASONS

The County Council's reasons for making the experimental Traffic Regulation Order are:

Stages 1 and 2 of the Uckfield High Street improvements to mitigate the impact of development generated traffic on roads in the town centre are complete. The new layout in the High Street now provides for 26 time-limited parking places with a waiting period of 30 minutes, Monday to Saturday 8am-6pm, no return within 1 hour and 2 disabled persons parking places with a maximum waiting period of 3 hours, no return within 1 hour, at any time.

The 30 minute waiting period will help businesses in the town by encouraging a greater turnover of parking places therefore increasing the availability of parking on the High Street. It will also encourage the use of the longer stay off-street car parks, and spending more time in the town centre, potentially resulting in increased footfall for High Street businesses. The provision of 2 disabled parking places at a suitable location in the High Street will improve accessibility for disabled persons. The new layout and parking controls balances the demand for High Street parking places whilst still allowing for a reduction in congestion and improving the environment of the town centre for all users.

The experimental Traffic Regulation Order is being implemented for the following reasons;

- 1) To aid the enforcement of parking in this area.
- 2) To preserve and improve the amenity of the area.

The experimental Traffic Regulation Order will enable the County Council to monitor the operation of the time limited parking places, to assess if they are working effectively and to make appropriate modifications if required. If it is considered successful, the County Council would make the experimental Order permanent (subject to any objections being received during the initial 6 month consultation period, or any subsequent 6 month consultation period) within a maximum period of 18 months.

The experimental Traffic Regulation Order has been subject to consultation with local residents, Uckfield Town Council, Wealden District Council, the local County Council members and statutory bodies including Sussex Police.

APPENDIX D – Sealed Order

EAST SUSSEX COUNTY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

The East Sussex (High Street, Uckfield) (Parking Places and Disabled Persons Parking Places) Experimental Traffic Regulation Order 2019

East Sussex County Council, in exercise of their powers under Sections 9, 10(1) and (2), of the Road Traffic Regulation Act 1984 ("the Act"), as amended, and of all other enabling powers, after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act and Traffic Management Act 2004, hereby make the following Order:

1. In this Order

"delivering and collecting" in relation to any goods or postal packets includes checking the goods or postal packets for the purpose of their delivery or collection;

"designated space" means a parking space designated by the Council for use by a particular class of vehicle or driver;

"disabled person" and "disabled person's badge" have the same meaning as in The Disabled Persons' (Badges for Motor Vehicles) Regulations 2000;

"disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge and which is a vehicle, immediately before or after any period of waiting allowed by virtue of a provision of a kind required by the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 2000 to be included in an Order under the Act, has been or is to be driven by a disabled person or, as the case may be, has been or is to be used for carrying disabled persons as passengers;

"disabled person's badge" and "parking disc" have the same meanings as in Regulation 3(1) of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 and "relevant position" has the same meaning as in Regulation 4 of those Regulations;

"disabled person's bay" means any area of highway being an area appointed as a parking place for a disabled person's vehicle by the Council and which area is bounded by a traffic sign comprising a road marking that is compliant with the Traffic Signs Regulations and General Directions 2016, as amended;

"disabled person's concession" has the meaning given by Section 117(3) of the Act;

"disabled persons parking place" means an area of highway authorised to be used as a parking place for the leaving of disabled persons' vehicles;

"enactment" means any enactment, whether public general or local and includes any order, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment and any reference in this Order to any enactment as amended, applied, consolidated, enacted by or as having effect by virtue of any subsequent enactment;

"goods" means goods of any kind whether animate or inanimate and includes postal packets of any description; and "delivering" and "collection", in relation to any goods, include checking the goods for the purpose of their delivery or

collection;

"limited waiting parking place" means any area of the highway being an area appointed as a parking place by this Order where a vehicle can wait for the maximum period of time specified in the Schedules to this Order but then must leave and cannot allow the vehicle to wait again at that same parking place within the time limit specified in the Schedules to this Order and which area is bounded by a traffic sign comprising a road marking that is compliant with the Traffic Signs Regulations and General Directions 2016, as amended;

"parking disc" means a device which-

- (a) is 125 millimetres square and coloured blue;
- (b) has been issued by a local authority and has not ceased to be valid; and
- (c) is capable of showing the quarter hour period during which a period of waiting has begun; and

"relevant position" means for the purposes of this regulation, In the case of a Disabled Person's Badge -

- (a) A vehicle displays a disabled person's badge in the relevant position if:-
 - (i) in the case of a vehicle fitted with a dashboard or fascia panel, the badge is exhibited thereon so that Part 1 of the badge is legible from the outside the vehicle; or
 - (ii) in the case of a vehicle not fitted with a dashboard or fascia panel, the badge is exhibited in a conspicuous position on the vehicle so that Part 1 of the badge is legible from outside the vehicle.
- (b) A vehicle displays a parking disc in the relevant position if:-
 - (i) in the case of a vehicle fitted with a dashboard or fascia panel, the disc is exhibited thereon so that the quarter-hour period during which the period of waiting began is legible from outside the vehicle; or
 - (ii) in the case of a vehicle not so fitted, the disc is exhibited in a conspicuous position on the vehicle so that the quarter-hour period during which the period of waiting began is legible from outside the vehicle.

"parking bay" means any area of the highway being an area appointed as a parking place for a class of vehicle specified by this Order by the Council and which area is bounded by a traffic sign comprising a road marking that is compliant with the Traffic Signs Regulations and General Directions 2016, as amended;

"parking place" means any part of the highway authorised by this Order as a place where vehicles, or vehicles of any specified class, may wait provided always that the use of any parking place is subject to the provisions of this Order;

"parking space" means a space in a parking place which is provided for the leaving of a vehicle;

"Specified Officer" is an Officer of the Authority who made the Experimental Order and who has the power to modify or suspend the Order or any provision of the Order, following criteria set out in Section 10(2) of the "Road Traffic Regulation Act 1984", as amended.

2. Save as provided in Article 4 and 5 of this Order, no person shall except upon the direction or with the permission of a police constable in uniform or of a traffic warden, cause or permit any vehicle to wait within the limited waiting area between the hours of 8.00 am and 6.00 pm on Monday to Saturday inclusive in the lengths of road specified in Schedule One to this Order;

- (i) for a period of not more than 30 minutes, or
- (ii) if a period of less than one hour has elapsed since the termination of the last period of waiting (if any) by that vehicle in that length of the road.

3. Save as provided in Article 5 of this Order, no person shall except upon the direction or with the permission of a police constable in uniform, a traffic warden or of a civil enforcement officer, cause or permit any vehicle except disabled badge holders to wait within the limited waiting area, at any time, in the length of road specified in Schedule Two to this Order;

- (i) for a period of not more than 3 hours, or
- (ii) if a period of less than one hour has elapsed since the termination of the last period of waiting (if any) by that vehicle in that length of road;

4. Nothing in Article 2 of this Order shall render it unlawful to cause or permit any vehicle to wait in the limited waiting area referred to in that Article for so long as may be necessary to enable:-

- (a) a person to board or alight from the vehicle;
- (b) goods to be loaded onto or unloaded from the vehicle;
- (c) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in connection with any of the following operations, namely -
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of the said lengths of roads; or
 - (iv) the laying, erection, alteration or repair in, or in land adjacent to, the said lengths of roads of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications system as defined in the Telecommunications Act 1984;
- (d) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in the service of a local authority or a water authority in pursuance of statutory powers or duties;

- (e) the vehicle to be used for the purpose of delivering or collecting postal packets;
- (f) the vehicle to be used for emergency services purposes.

5. Nothing in Article 2 of this Order shall render it unlawful to cause or permit a disabled person's vehicle which displays in the relevant position a disabled person's badge to wait within the limited waiting area referred to in that Article.

6. A Specified Officer, or a person authorised on that behalf by a Specified Officer, may, as under the powers in Section 10(2) of the Act, suspend or modify the Order or any provision of the Order.

7. The following part of "The East Sussex (Roads in Uckfield)(Prohibition and Restriction) Consolidation Order 1996 insofar as it relates to;

FOURTH SCHEDULE – WAITING AREA LIMITED TO ONE HOUR IN ANY PERIOD OF TWO HOURS (MONDAY – SATURDAY 8.00AM – 6.00PM INCLUSIVE);

Item 1. High Street - 1(a) east side (ii) from a point opposite a point 25 metres south of the southern kerbline of Bell Lane, southwards for a distance of 18 metres

is hereby revoked.

8. This Order may be cited as "The East Sussex (High Street, Uckfield) (Parking Places and Disabled Persons Parking Places) Experimental Traffic Regulation Order 2019" and shall come into operation on 17th May 2019.

SCHEDULE ONE

Experimental Parking Places maximum period 30 minutes, no return within 1 hour Monday – Saturday, 8am – 6pm

High Street	west side	<p>From a point 1 metre north of the property boundary of Nos. 61 & 63 High Street, northwards for a distance of 34 metres.</p> <p>From the property boundary of Nos. 51 & 53 High Street, northwards for a distance of 15 metres.</p> <p>From a point 2 metres north of the property boundary of Nos. 47 & 49 High Street, southwards for a distance of 22 metres.</p> <p>From a point 4 metres south of the property boundary of Nos. 33 & 35 High Street, southwards for a distance of 30 metres.</p>
	east side	<p>From the property boundary of Nos. 158 & 160 High Street, northwards for a distance of 24 metres.</p> <p>From a point 3 metres south of the southern boundary of Olives Yard, southwards for a distance of 15 metres.</p> <p>From a point opposite a point 25 metres south of the southern kerbline of Bell Lane, southwards for a distance of 18 metres.</p>

SCHEDULE TWO

Experimental Disabled Persons Parking Places maximum period 3 hours, no return within 1 hour, At Any Time

High Street west side From a point 7 metres north of the property boundary of Nos. 19 & 21 High Street, southwards for a distance of 13 metres

THE COMMON SEAL of EAST SUSSEX
COUNTY COUNCIL was affixed hereto on
the 3rd day of May two thousand and nineteen
in the presence of:-

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)
)
)



A handwritten signature in black ink, consisting of a large, stylized 'Q' followed by a horizontal line.

Authorised Signatory

H & T Ctte. 2.4.74 - para 4.2 joint report of
County Secretary & County Engineer - para 4.

Meeting of Full Council

Monday 5th August 2019

Agenda item 11.0

TO CONSIDER THE HIGH WEALD AONB'S DESIGN GUIDE FOR HOUSING DEVELOPMENT

1.0 Summary

- 1.1. The High Weald AONB Partnership of 15 local authorities with land in the AONB, which includes Wealden District Council, has drafted a Design Guide for new housing development in the High Weald.
- 1.2. The Design Guide gives succinct, practical and consistent advice on design expectations for new housing development within the High Weald AONB. This will enable higher quality and landscape-led design that reflects the character of the High Weald and is embedded with a sense of place, without stifling creativity.
- 1.3. The Design Guide is currently out for public consultation for a period of eight weeks from 19th June to 14th August 2019.
- 1.4. Uckfield Town Council or members individually, depending on how the Town Council wishes to respond, can provide a response to this consultation process. Once the High Weald AONB Unit have collated all comments they will be discussed by an Officer Steering Group for the High Weald AONB Partnership and changes agreed. The Design Guide will then be amended and reported back to the High Weald Joint Advisory Committee in Autumn 2019. Once it has been approved by that Committee, individual local authorities will decide whether to adopt the Design Guide as either a material planning consideration or as a formal Supplementary Planning Document.

2.0. Building for the High Weald – A design guide for new housing development in the AONB

- 2.1. A weblink has been added below which provides a direct link to the draft design guide: <http://www.highweald.org/downloads/publications/land-management-guidance/legislation-and-planning/2311-high-weald-aonb-draft-design-guide-for-printing/file.html>
- 2.2. If elected members or members of the public wish to view a hard copy of the draft design guide, please contact the Town Council office.

3.0. Recommendation

- 3.1. Members are asked to consider whether they wish to respond to the public consultation and advise the Clerk accordingly.

Meeting of the Full Council

Monday 5th August 2019

Agenda Item 12.0

TO CONSIDER BRITISH TELECOM'S LIST OF TELEPHONE BOXES WHICH ARE AT RISK OF BEING REMOVED IN UCKFIELD

1.0. Summary

- 1.1. Wealden District Council's Planning Department have contacted all parishes to advise of another consultation exercise being undertaken by British Telecom on the proposed removal of low usage telephone boxes.
- 1.2. This report provides information to members on the telephone boxes included in the consultation within the area of Uckfield and requests a decision by members as to whether they agree or object with these proposals.

2.0. Background

- 2.1. British Telecom (BT) are undertaking a consultation exercise on the removal of low usage telephone boxes within Wealden District. There are a total of 20 listed for removal across the District, of which two are located within Uckfield Town.
- 2.2. The two telephone boxes that BT are proposing to remove include (photos are provided in appendix A):
 - Shopping Par/JCN Browns Lane, Browns Close, Uckfield, TN22 1UL;
 - JCN with Manor Way PCO1 Crown Close, Uckfield, TN22 1DJ.
- 2.3. A total of three calls have been made from the telephone box in Browns Close in the last 12 months. A total of five calls have been made from the telephone box on the junction of Manor Way and Crown Close in the last 12 months.
- 2.4. BT are required to consult with parishes before taking any action. They also suggest that councils refer to the recent Ofcom affordability report which highlights that most people do not view payphones as essential:
http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf
- 2.5. To ensure that the community are informed, consultation notices have been placed up on the relevant payphones.

3.0 Decision

- 3.1. The consultation period ends on 12th September 2019, by which time all responses need to be back with British Telecom. Wealden DC are therefore requesting a decision to be made by the parish/town councils on whether they agree to the removal of these telephone boxes or object by 30th August 2019. If the Town Council objects, it is required to give its reasons for objection. The Town Council can also consider whether they wish to adopt a telephone box.
- 3.2. The telephone box at Brown's Close was raised in the last formal consultation undertaken by British Telecom in December 2016.

3.3 At the time, members felt that the telephone box at Brown's Close should not be removed based on the feedback from the public but it should be noted that in December 2016, British Telecom reported that a total of 30 calls had been made from the Brown's Close telephone box in the previous 12 months. Now, their report is stating only three calls have been made in the last 12 months.

FC.74.12.16

*Members subsequently **RESOLVED**, that on the basis that there had been no record of use from the telephone boxes located in New Road, Ridgewood and Ringles Cross that the Council would not oppose to the removal of these telephone boxes, and would accept the view of the public in relation to the kiosk in Brown's Close.*

4.0 Recommendations

4.1 Members are required to advise the Town Clerk of their decision.



Browns Close, TN22 1UL



Manor Way, TN22 1DJ

Meeting of Full Council

Monday 5th August 2019

Agenda item 13.0

TO REPORT BACK TO FULL COUNCIL ON PUBLIC SPACE PROTECTION ORDERS

1.0 Summary

- 1.1. At the meeting of Full Council on 24th June 2019, members considered a motion put forward by Councillor Spike Mayhew requesting that initiatives be explored to assist with reducing levels of anti-social behaviour within the town. One of the initiatives involved exploring the legislation around 'Public Space Protection Orders' as this had been mentioned at the public meeting with Sussex Police in May 2019.

Members resolved to:

FC32.06.19 *Members unanimously RESOLVED to:*

- (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and;*
- (ii) for the Town Council to reconsider the role of a Community Warden.*

- 1.2 This report seeks to provide a summary in order for the Town Council to consider whether it wishes to proceed further.

2.0 Public Space Protection Orders

- 2.1 Public Space Protection Orders (PSPOs) were brought in, via the Anti-social Behaviour, Crime and Policing Act 2014. This legislation introduced a number of new tools and powers for the Police and partner agencies to address anti-social behaviour.
- 2.2 Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area.
- 2.3 The legislation states that certain tests/conditions have to be met, to satisfy that a PSPO is based on reasonable grounds:

(1)A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.

(2)The first condition is that—

- (a)activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b)it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

(3)The second condition is that the effect, or likely effect, of the activities—

- (a)is, or is likely to be, of a **persistent or continuing nature**,
- (b)is, or is likely to be, such as to make the activities unreasonable, and

(c) justifies the restrictions imposed by the notice.

(4) A public spaces protection order is an order that identifies the public place referred to in subsection (2) (“the restricted area”) and—

(a) prohibits specified things being done in the restricted area,

(b) requires specified things to be done by persons carrying on specified activities in that area, or

(c) does both of those things.

(5) The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order—

(a) to prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or

(b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

(6) A prohibition or requirement may be framed—

(a) so as to apply to all persons, or only to persons in specified categories, or to all persons except those in specified categories;

(b) so as to apply at all times, or only at specified times, or at all times except those specified;

(c) so as to apply in all circumstances, or only in specified circumstances, or in all circumstances except those specified.

2.4 It was advised that the process to put these orders in place can be rather lengthy (*the nearest one being in Rother for anti-social behaviour*), took one to two years to put in place, as it would need to be considered in detail by the local authority, initial consultation undertaken through the committee process, before the details of the order are established such as (i) the conditions and (ii) location, before undertaking public consultation. Wealden District Council currently only have one PSPO in place and that has been used for dog fouling.

2.5 It is important for the relevant partner agencies to consider whether a PSPO is the right approach for dealing with the issue. Although the PSPO provides more flexibility in terms of what it can stipulate or restrict, it is important to consider whether the PSPO would be effective if put in place, and who would be enforcing the order.

2.6 From the initial research undertaken, it looks like the district/borough council would need to apply for the PSPO and detailed evidence would have to be gathered to make a case for introducing a PSPO.

2.7 It has therefore been suggested that we approach Sussex Police and Wealden District Council to fully explore the issues, particular hotspots, whether PSPOs are the right orders to put in place, and enforcement. Sussex Police can use other powers such as Community Protection Warnings (CPWs) and Notices (CPNs) under Section 42 of the Anti-Social Behaviour, Crime and Policing Act 2014 which can be issued to individuals aged 16 and over, or alternatively to the parents if under this age bracket. These are often used for tenancy issues in social rented housing.

2.8 Based on this initial information, it would be advisable for the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council, or see if it is appropriate for the matter to be raised at the district partnership problem tasking/solving meeting they hold.

3.0. Recommendation

3.1. Members are asked to note the above report and advise the Clerk accordingly.

Meeting of Full Council

Monday 5th August 2019

Agenda item 15.0

TO CONSIDER A REVISED VERSION OF THE CO-OPTION POLICY

1. Summary

At the meeting of Full Council on 24th June 2019, members agreed that they wished to make amendments to the Town Council's Co-option Policy – Policy No. 44:

12.0 TO REVIEW THE TOWN COUNCIL'S CO-OPTION POLICY

The Town Clerk advised members that the Co-option policy and associated procedures referred to at the recent co-option at the Annual Statutory meeting of the Council on 13th May 2019, had been brought to Full Council for review. The policy had previously been revised back in 2015, and having been through the process, elected members may have views on how the process could be improved.

Feedback included:

(i) an individual that had been co-opted felt it was an uncomfortable experience, and would have preferred to have been asked to leave the room, whilst the vote was underway;

(ii) opportunity should be given for elected members to ask questions to prospective candidates;

(iii) para. 2.1.6 – in the past a tie had occurred between two candidates. It was suggested that perhaps the Mayor/Chairman should have a casting vote in this situation;

(iv) para. 3.1.2 – add a line to request that time be given to ask questions of the prospective candidates and opportunity for cross examination

(v) members also wondered if the current process was too rushed, particularly after an election, as it did not give the successful candidates, time to digest the agenda papers for the meeting or an opportunity to select seats on the Town Council's standing committees.

The Town Clerk advised that she would review the legislation and the procedures used elsewhere, with plans to revise the policy for the next meeting.

2.0. Formal procedure

2.1. The Arnold Baker on Local Council Administration – book guiding parish/town clerks on legislation and best practice, only provides advice on the procedures for declaring the vacancy, and voting in council on casual vacancies. It seems less stringent on the procedure for selecting a suitable candidate:

Voting in Council on casual vacancies

6.15 – A successful candidate must have received an absolute majority vote of those presenting and voting. It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest,

steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is maintained.

If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies, each vacancy must be filled by a separate vote or series of votes. The Council are not obliged to consider the claims of candidates who were unsuccessful at a previous election.

3.0 Reviewing co-option policies elsewhere

- 3.1 On reviewing the model template from SSALC, once again more emphasis was placed on the voting procedure and process leading up to the co-option meeting, but one example from another parish/town council did provide a bit more information on the co-option meeting, and stated '*Where the Council wishes to discuss the merits of the candidates and their personal attributes, the Council will resolve to exclude member of the press and public.*'
- 3.2 Research was undertaken into co-option policies in nearby town councils, but the policies were fairly short and also focused mainly on the voting procedure. On making a wider search to town council policies across the country, good examples were found in the co-option policy of Wadebridge Town Council and Wells Town Council in Norfolk. Extracts of their policies have therefore been used to amend and update our Co-option Policy, which can be viewed in appendix A.
- 3.3 Extract from Wadebridge Town Council's Co-option Policy:

6 AT THE CO-OPTION MEETING

6.1 At the co-option meeting, candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Town Council;

6.2 After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting and the application form)

6.3 The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.

6.4 However, where the Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council should resolve to exclude the members of the press and public.

6.5 If a candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.

6.6 As soon as all candidates have finished giving their submissions, the council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 39). A recorded vote may be requested under Standing Order 3 to show whether each Councillor present and voting, gave his/her vote for or against a candidate.

- 3.4 Extract from Wells Town Council's Co-option Policy:

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of the Town Council.

The process will be carried out in the public session and there will be no private

discussions between Members prior to a vote being taken. However where the Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council should resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 39). A recorded vote may be requested under Standing Order 3 so as to show whether each Councillor present and voting, gave his/her vote for or against that question

4.0. Recommendation

- 4.1. Members are asked to review the revised Co-option Policy attached in appendix A, and advise the Town Clerk if they are happy to approve the amendments.

UCKFIELD TOWN COUNCIL



CO-OPTION POLICY

Policy Number 44		
Issue No.	Date completed	Details of amendments
1	February 2004	PR037.04.04
2.	GP 13.04.15	GP.70.04.15 Review and inclusion of process to apply for vacant positions.
<u>3</u>	<u>FC 05.08.19</u>	<u>General review of policy and in particular procedures at the meeting.</u>

1.0 INTRODUCTION

1.1 This policy sets out the procedures for the co-option of Councillors in both non-election (casual vacancies) and election years.

2.0 CO-OPTION

2.1 The Co-option of a Town Councillor occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a council committee or sub-committee

2.2 The Town Clerk is required to notify the District Council of the Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election.

If no election is called within the timeframe required, Uckfield Town Council is able to co-opt, and then the advertisement for this process will commence.

3.0 POLICY IN NON-ELECTION YEARS

3.1 In the event of the need for co-option in a non-election year, the following process be undertaken:-

3.2 The Clerk will advertise for interested candidates by placing notices at various locations in the Town, on the Council's website, on social media and by placing an advertisement in a local paper. The closing date for nominations will be fourteen days from the date of the press advertisement.

3.3 The Clerk will require prospective candidates to:-

- complete a form providing confirmation that each candidate is both qualified and not disqualified from holding office,
- attend a meeting of the Full Council, and
- provide a one page 'manifesto' to assist Members in reaching a decision.

3.4 Prospective candidates will be provided with relevant information on the responsibilities of being a Town Councillor and the nature of their duties and will also be advised that the Town Council are not obliged to co-opt any Member, if it is felt that candidates are not suitable.

3.5 If necessary an extra meeting of the Town Council will be held to specifically consider the co-options.

~~2.1.5 A candidate who has been elected to the Council in a non-election year shall be eligible to stand for re-election at the next election.~~

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- 3.6 In order for a candidate to be elected to the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.
- 3.7 If an insufficient number of candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.
- 3.8 Prior to the co-option meeting, sitting Members may consider the vacant positions to be filled by co-option and may put themselves forward for any of these positions, removing themselves from some or all the positions they currently fill. No less than four weeks prior to the co-option meeting, each sitting Member will notify the Clerk of the positions they wish to vacate and the vacant positions for which they wish to apply. These vacated positions may in turn be filled by other sitting Members or the incoming co-opted Member(s).
- 3.9 In order to facilitate any possible exchanging of positions on committees, sub-committees, working groups or as representatives to outside bodies, no less than three weeks before the co-option meeting sitting Members and those candidates for co-option will be provided with a full list of the vacancies that will be available to be filled at the co-option meeting.
- 3.10 No less than two weeks before the co-option meeting sitting Members and those candidates for co-option will provide the Clerk with their priority list of the vacant places on committees, sub-committees and working groups they wish to fill, using the same process as that used for selection of places for committees, sub-committees and working groups at each Annual Statutory Meeting. Any vacancies arising for representatives to outside bodies will also be advised to the Clerk no less than two weeks before the co-option meeting and again, Members and those candidates for co-option will provide the Clerk with their preferences for such positions.
- 3.11 At the co-option meeting and following the co-option of the required number of new Members, the placement of sitting Members and co-opted Members for the vacancies notified will then be considered using the same format as that used at the Annual Statutory Meeting.

~~2.1.12 The Clerk will provide all Members and the press with copies of the new membership to committees, sub-committees, working groups and representatives to outside bodies as soon as practicable and new Members to the committees, sub-committees, working groups and representatives to outside bodies will take their places from the next meeting.~~

4.0 POLICY IN ELECTION YEARS

- 4.1 In the event of the need for co-option in an election year, the following process will be undertaken:-
- 4.2 If following the close of nominations at an Ordinary Election, there is a quorum of Elected Members, but some outstanding vacancies, the Clerk will advertise for interested candidates by placing notices at various locations in the Town, on the Council's website on social media and by placing an advertisement in a local paper.

- 4.3 The Clerk will require prospective candidates to:-
- complete a form providing confirmation that each candidate is both qualified and not disqualified from holding office,
 - attend a meeting of the Full Council and
 - provide a one page 'manifesto' to assist Members in reaching a decision.
- 4.4 Prospective candidates will be provided with relevant information on the responsibilities of being a Town Councillor and the nature of their duties and will also be advised that the Town Council are not obliged to co-opt any Member, if it is felt that candidates are not suitable.
- 4.5 The closing date for nominations will be noon on the Monday after the election takes place and co-options will be considered at the first meeting of the Full Council following the election, (usually the Annual Statutory Meeting), and will be the first business to be considered after the Election of the Mayor and Deputy Mayor.

5.0 AT THE CO-OPTION MEETING

5.1. At the co-option meeting, candidates will have two minutes to introduce themselves to members, give information on their background and experience, and explain why they wish to become a member of Uckfield Town Council;

5.2 After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting and the application form);

5.3 The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council should resolve to exclude the members of the press and public.

5.4 If a candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.

6.0 VOTING PROCEDURE

6.1 As soon as all candidates have finished giving their submissions, the council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 39). At the request of two Councillors, voting can be carried out by a signed ballot.

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6.2 In order for a candidate to be elected to the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.

6.3 Voting will be according to the agreed procedure in standing orders, namely:

'Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

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6.4 After the vote has been concluded, the Chairman will declare the successful candidate(s) duly elected.

7.0 ACCEPTANCE OF OFFICE

7.1 The successful candidate must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must be completed within 28 days and the Clerk will forward a copy to the Monitoring Officer at the District Council.

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Meeting of the Full Council

Monday 5th August 2019

Agenda Item No. 16.0

TO CONSIDER THE DRAFT INDEMNITY AGREEMENT BETWEEN WEALDEN DISTRICT COUNCIL AND UCKFIELD TOWN COUNCIL RELATING TO A PAYMENT OF THE OFF SITE PLAY SPACE CONTRIBUTION (S106)

1.0 Summary

- 1.1 Uckfield Town Council contacted Wealden District Council's planning department earlier this year to ensure that the Town Council received outstanding S106 monies once they became available (developer contributions) from recent developments within the town.
- 1.2 One of the sites was that of the development of land at St Michaels Convent/Our Lady Immaculate RD Church/St Phillip's RC Primary School, High Street, Uckfield. The terms of the S106 agreement stipulated that the funds would need to be used towards off site playing space and would be transferred to the Town Council.
- 1.3 Wealden District Council's legal department have subsequently prepared a draft Indemnity Agreement to deal with this transfer and have requested that Uckfield Town Council review the terms of the draft agreement.
- 1.4 The figure of the Contribution set out in the draft agreement is the amount that was received by the District Council and includes the indexation sum. The final amount of the funds that will be transferred will include interest accrued since the money has been received by the District Council and the wording of the draft accommodates that.

2.0 Recommendations

- 2.1 Members are asked to consider the terms of the draft indemnity agreement and advise the Clerk accordingly.

Appendices: Draft Indemnity Agreement

Contact Officer: Holly Goring

Meeting of Full Council

Monday 5th August 2019

Agenda item 17.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR (Q1) 2019-20

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2019-20 and the progress that had been made by the end of the first quarter (end of June 2019).
- 1.2 The priorities identified for delivery in 2019-20 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year.
- 1.4 With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

2.0 Quarter 1 – 2019-20 (April - June) – Progress Update

- 2.1 Of the 12 priorities, one is already complete, eight are on schedule for completion and three have made some progress.





3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.




Appendices: Appendix A: Q1 (2019-20) Progress Report




Contact Officer: Holly Goring




Key:




 = Progress behind schedule	 = Some progress has been made
 = On schedule for completion	 = Completed

APPENDIX A: Q1 2019-20 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
1. COMMUNITY GRANTS We will award up to £43,367 of community grant funding to local groups and charitable organisations for the period 2019/20.		In September 2018, members of the Finance Sub-Committee considered applications for grant funding through the Town Council's community grant programme for 2019-20. General Purposes Committee approved the allocation of grant funding equating to a total sum of £43,367 which was set aside for 24 successful grant applicants. Full payments were made for the smaller amounts in April/May 2019 and the first instalment was provided to those organisations due to receive larger amounts.	General Purposes Committee (Finance Sub)	Assistant Town Clerk
2. HEALTH AND WELLBEING We will seek to update the maps of the town which highlight our open spaces and footways, and introduce a number of initiatives to increase the use of these spaces and encourage greater physical activity.		Although no set deadline for this project, progress has not yet commenced on taking forward this work programme due to other priorities. The information required to build these maps has been collated, but work now needs to proceed with either the GIS department at Wealden DC or local mapping company to design suitable maps which present our footways and alleyways. Wealden DC continue to work on their website which will clearly map key open spaces and facilities across the district. Uckfield Town was the first area to provide information to Wealden DC of all its play areas and open spaces and looks forward to seeing the first design of the website when it's ready.	Environment and Leisure Committee	Town Clerk
3. PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival		The Weald on the Field event takes place on Saturday 3 rd August 2019, and once again we can say that the support from local businesses and organisations has been excellent. The Town Council worked with Food Rocks, Uckfield Chamber of Commerce and Wealden District Council to organise the event. Main sponsors SLM Toyota, EMC, Freedom Leisure and Richard Green Funeral Services have sponsored the live music. The event has also been supported by local businesses – Addagrip, CPJ Field, Lawsons Commercial, Lawson Queay, Net XP, Rix & Kay, Swindells, Travis Perkins Treslers and Uckfield Garage. Preparations for the Uckfield Revival event will commence in August.	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>4. PLAY AREA UPGRADE We will put funds aside towards the upgrade of Luxfords Play Area and explore other opportunities to assist with the funding of this upgrade.</p>		<p>Members have commenced discussions on the upgrade of the Luxfords play area at Environment & Leisure Committee. The Assistant Town Clerk & RFO has invited a number of play area companies in to undertake an assessment of the existing play area, site and how the space could be utilised to enable the Town Council to understand the costs involved in the upgrade.</p> <p>This will then determine how much funding is required to deliver the project.</p>	Environment and Leisure Committee	Assistant Town Clerk
<p>5. NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.</p>		<p>A draft scoping document, which includes the vision, key objectives and draft policy areas, has been submitted to Wealden District Council's planning department for a screening exercise to be carried out. This will assist the Neighbourhood Plan Steering Group with understanding whether they need to carry out any further assessments such as a strategic environment assessment or habitat regulations assessment, understand where specific data or publications may help to build their evidence base, and understand if there is any duplication with existing planning policies. The process could take up to 11 weeks. The group is anticipating a response by mid to end of September 2019.</p>	Full Council	Town Clerk
<p>6. CELEBRATING OUR HISTORY We will explore the practicalities of starting a blue plaque heritage scheme which would note important people and places in Uckfield's history.</p>		<p>Initially the Town Council planned to set up a working group to explore the setting up of such a scheme, but unfortunately interest has been low.</p> <p>It was suggested at the Environment and Leisure Committee in June 2019, that the project be advertised to a wider audience to attract those with an interest in the town.</p>	Environment and Leisure Committee	Assistant Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>7. PLASTIC FREE Leading by example, we will work closely with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield to become a town free of single use plastic.</p>		<p>Good progress is being made. The Town Council has been a strong supporter of the newly established Plastic Free Uckfield campaign. The Town Council has become one of the town's Refill stations (refill.org.uk) with a water fountain in the ground floor foyer of the Civic Centre. There are now 16 refill stations in total within the town and the Plastic Free Working Group is making great process.</p> <p>Two Town Councillors represent the Town Council on the working group and the Town Council confirmed its commitment to the Surfers against Sewage Plastic Free Community Toolkit and to supporting the journey to make Uckfield a Plastic Free Community at the meeting of Full Council in May 2019.</p>	Full Council	Town Clerk
<p>8. PAVEMENTS AND HIGHWAYS We will work with partner agencies to push for improvements to accessibility and safety on our pavements and highways</p>		<p>Work continues in liaison with East Sussex Highways to review the issues that the Town Council has raised about the access corridors into the town. East Sussex Highways commissioned a number of surveys in 2018, which are feeding into the feasibility of improvements in these corridors.</p>	Full Council	Town Clerk
<p>9. GRASS VERGE CUTTING We will contribute to the costs of the East Sussex County Council's grass verge cutting contract to retain a good standard of service, and ensure visibility is maintained on pavements and highways</p>		<p>The Town Council made payment to East Sussex Highways to retain the existing number of cuts to urban verges in Uckfield Town in 2019-20. East Sussex Highways previously carried out two cuts to rural verges and five to six cuts per annum to urban verges. East Sussex Highways advised the Town Council in the autumn of 2018, that they would only be able to fund two verge cuts in the urban areas, but if the Town Council wished to contribute a sum of £6,009 the existing service could be retained.</p> <p>The number of complaints has substantially reduced this year as a result of contributing to this service. The grass cutting schedule advises that the next cuts will be carried out on: 31st July 2019 12th September 2019 23rd October 2019 Obviously these cuts will be subject to weather conditions.</p>	Environment and Leisure Committee	Town Clerk/ Assistant Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>10. TOWN COUNCIL BUILDINGS We will assess whether our buildings could be better utilised and meet the needs of Uckfield's residents and organisations.</p>		<p>Work is currently underway to review a couple of the Town Council's buildings and current usage. Further work will proceed in the autumn months.</p>	<p>General Purposes Committee</p>	<p>Town Clerk/ Facilities Manager</p>
<p>11. TRADITIONAL RED TELEPHONE BOX We will restore the traditional red telephone box, move it to a more prominent location and use the iconic facility to provide a service for residents and visitors to the town</p>		<p>Section 58 on the public highway will be lifted in August 2019, which has restricted excavation works to the newly upgraded High Street pavements. Work will therefore proceed in the autumn months to identify the future use of the traditional red telephone box, restore it and relocate.</p>	<p>General Purposes Committee/ Full Council</p>	<p>Town Clerk/ Facilities Manager</p>
<p>12. USER FRIENDLY BOOKING We will look to install a new internal booking system to manage room and venue hire, and explore the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets.</p>		<p>The Marketing and Communications Officer has started researching suitable systems which could be added to the Civic Centre website.</p>	<p>Full Council</p>	<p>Town Clerk/ Hospitality Manager</p>

Meeting of Full Council

Monday 5th August 2019

Agenda Item 18.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.

29 th June	Charity Dinner – Cancer Research/Maresfield Bonners School
4 th July	Uckfield ATC (2530) Squadron AGM
10 th July	Sussex Police Focus Group
11 th July	Celebrate Youth Event – Uckfield Volunteer Centre
13 th July	Welcome Lunch for members of Twinning Association and members from Arques-la-Bataille
15 th July	Year 6 St Philips School Production
3 rd August	Open Weald on the Field event

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

4 th July	Uckfield ATC (2530) Squadron AGM
11 th July	Celebrate Youth Event – Uckfield Volunteer Centre
17 th July	Ashdown Scouts AGM
23 rd July	Official opening of Grants Hill Complex
30 th July	Girl Guiding – East Sussex Open Day Olave Camp
3 rd August	Open Weald on the Field event

26th June In the Absence of Cllrs Mayhew and Love, Cllr. Chris Macve attended the Hurstwood View Care Home to judge their 'Bake Off' competition.